

PLAN COMMISSION MEETING
DECEMBER 4, 2018 - 5:00 P.M.

Members Present: Fred Horne, Mike Kastens, Michelle Scanlan, MaryKay Rice, David Wilford and Jim Zajkowski

Members Absent: David Tyvoll

Fred Horne called the meeting to order and roll call was taken.

Mike Kastens moved to adopt the agenda as presented, seconded by David Wilford and carried.

MaryKay Rice moved to approve the minutes from November 8, 2018, seconded by Michelle Scanlan and carried.

Administrative Permit for Phillips Medisize

Noah Wiedenfeld explained that the Administrative Permit application for Phillips Medisize is for a 10,430 square feet addition to their existing manufacturing facility located at 705 Wisconsin Drive. The proposed addition would include offices, conference rooms, locker space and a dining/break room. The Development Review Committee recommends approval of the site plan and storm water review application, subject to the following conditions:

- 1) The south and east building elevations face the street, thus they shall be revised to have matching material and design from finished grade to roof level as the existing front elevation of the building per the protective covenants. The north wall elevation shall be revised so that no more than 50 percent of the surface of the building wall is exposed metal, per Section 121-49.G.
- 2) Landscaping improvements require a financial guarantee per Section 121-31 and Section 121-55. The financial guarantee shall be received by the City on or before the date on which the building permit application is submitted.
- 3) Any possible future signage shall be subject to the provisions in Section 121-44 and the protective covenants.
- 4) Lighting for the entire property shall comply with Section 121-51 of the City Code of Ordinances.
- 5) Any loading areas and trash/refuse collection areas shall be screened in accordance with Section 121-48 of the City Code of Ordinances.
- 6) All utility issues are subject to review and approval of the Public Works Director.
- 7) All easements shall be subject to review and approval of the Public Works Director.
- 8) The erosion control plan shall be revised to extend the silt fence around the north side of the proposed building addition (along the south side of the parking lot) and an aggregate tracking pad should be added to prevent tracking where construction vehicles will enter/leave the paved surface.
- 9) The applicant shall submit a storm water management plan for review and approval by the Director of Public Works prior to the issuance of the building permit.
- 10) All grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director.

Discussion followed. Jim Zajkowski moved to approve the Administrative Permit for Phillips Medisize with the conditions listed, seconded by David Wilford and carried.

Certified Survey Map for Oevering Properties

Noah Wiedenfeld explained the CSM for Oevering Properties. The CSM will allow for the construction of a building addition at 1433 Cernohous Avenue and combines two parcels and a portion of land the city will be selling to Oevering into one parcel. The Development Review Committee recommends approval of the CSM with the following conditions:

- 1) All utility, grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.

Discussion followed. Michelle Scanlan moved to approve the Certified Survey Map with the condition listed, seconded by Mike Kastens and carried.

Communications and Miscellaneous

None

MaryKay Rice moved to adjourn the meeting, seconded by David Wilford and carried.

Meeting adjourned at 5:15 p.m.

Tanya Batchelor
City Clerk